



EXECUTIVE ASSISTANT INFORMATION TECHNOLOGY SERVICES



This recruitment will remain open until filled.

The first review is Noon on March 27, 2015.

ABOUT US

Recently ranked second on the “Best Run City in America” list by 24/7 Wall St. and America’s third “Sharpest, Smartest City” by Reader’s Digest, the City of Fremont is a City continuing to move forward! Located in the heart of the Bay Area and Silicon Valley, this strategically urban city prides itself on innovation, green technology, a low crime rate, great schools, a low unemployment rate, and an incredibly diverse population of over 220,000 residents. As a full service City, Fremont employs over 864 regular employees and has an annual operating budget of \$156.8 million dollars. Fremont is an employer that values its people, creativity, quality service, integrity, open communication, mutual respect, and diversity.



[Fremont Budget](#) [Think Fremont!](#)

THE DEPARTMENT

The Information Technology Services (ITS) Department supports the computer, telecommunications, business, and mapping systems for the City. Ongoing services include routine maintenance of systems, new technology identification and implementation, on-site and telephone technical assistance, upgrades to systems for enhanced functionality, custom mapping, and street addressing and naming.

THE EXECUTIVE ASSISTANT WILL...

- Coordinate meetings and travel.
- Draft reports and presentations.
- Purchase and order equipment, office supplies, and general supplies.
- Pay invoices.
- Monitor and track department budget.
- Track vendor contracts.
- Manage department's web pages.
- Complete confidential personnel paperwork.
- Organize and maintain files and records.

Please click [here](#) to see the complete Job Descriptions for the Executive Assistant position.

REQUIRED LICENSES & CERTIFICATES

Possession of, or ability to obtain by time of appointment, a valid California driver's license is required.

YOU WILL HAVE:

Any combination of education and experience that demonstrates the ability to successfully complete the job duties which might include the completion of the twelfth grade and four years of increasingly responsible office and clerical experience.

WHAT WE ARE LOOKING FOR IN A CANDIDATE:

The ITS Department is searching for an effective and self-motivated individual to join our team. In addition to the minimum qualifications, candidates must have strong customer service skills, an interest in technology, and the ability to perform a variety of complex, responsible, and confidential administrative duties in support of an executive. The Executive Assistant must demonstrate the ability to communicate effectively orally and in writing, with the ability to be sensible, respectful, and patient while working in a diverse environment. Experience with a public agency is definitely a plus.

COMPENSATION & BENEFITS

The annual salary is \$60,187.32—\$73,158.02 depending on qualifications. Fremont offers an attractive benefits package, which includes, but is not limited to: CalPERS retirement plan, paid holidays, medical, dental and other city paid benefits. A complete benefits summary can be found at Fremont.gov or by using this link:



Benefits Summary

The probationary period for this FACE represented position is 6 months.

READY TO APPLY?

To be considered for this position, apply online by submitting a completed City application, resume and cover letter through our online application system: www.fremont.gov/cityjobs

The test process for this position may include a written and/or performance exam, an individual and/or panel interview and, a fingerprint and reference check. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

Reasonable Accommodation

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660. The City of Fremont is an Equal Opportunity Employer.

Tentative Recruitment Schedule

First Review: Noon on March 27, 2015

Oral Interviews : Week of April 6, 2015

15IT01
HUMAN RESOURCES DEPARTMENT
City of Fremont
3300 Capitol Avenue, Building B
Fremont, CA 94538

